

SELF SERVICE CENTER

PROCEDURES: HOW TO SERVE OF LEGAL PAPERS-- BY SHERIFF

**Guardianship, Conservatorship, Informal Probate of Estates
(Arrange for service ONLY after you have filed your court papers)**

STEP 1 ARRANGING FOR SERVICE:

- Go to the sheriff's office with the papers for Service. The Sheriff's Office is located in downtown Phoenix. Even if you file your case at the Southeast Court in Mesa or at the Northwest Court in Surprise, you must still come to the Sheriff's office to arrange for Service. The address for the Sheriff's office is:

The Sheriff's Office
201 West Jefferson Street
Central Court Building
Phoenix, Arizona 85003
(602) 256-1835

- There is a filing fee for all Petitions and there are Service Fees. You may request a **WAIVER OR DEFERRAL OF FILING FEES** (and the Sheriff's Service Fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court.

STEP 2 DOCUMENTS NEEDED FOR SERVICE:

- Complete the attached sheet for identifying the other person (Page 2) and bring the following with you to the Sheriff's office:
 - 1) A set of copies of the court papers for the person being served.
 - 2) A picture or a written physical description of the other person.
 - 3) A written description of the automobile the other person drives.
 - 4) The address where other person can be served.
 - 5) A Certified Order Waiving/Deferring Fees or a **\$200.00 deposit** fee payable with cash or money order.

STEP 3 AFTER SERVICE IS GIVEN:

- The Sheriff will mail you a copy of the **AFFIDAVIT OF SERVICE** after he or she serves the other person with the papers. The Sheriff may also file these papers instead of sending them back to you, however, make sure that the Affidavit was filed.

DO NOT COPY OR FILE
THIS PAGE

(YOUR NAME)

(ADDRESS)

(CITY/STATE/ZIP CODE)

(TELEPHONE NUMBER)

County Sheriff

(COUNTY)

(ADDRESS)

(CITY/STATE/ZIP)

NAME OF PERSON TO BE SERVED: _____

COURT CASE NUMBER: _____

I enclose a copy of the following documents: (LIST ALL DOCUMENTS YOU WANT TO BE SERVED)

1. _____
2. _____
3. _____
4. _____
5. _____

Please serve these papers on the person. His or her current address and physical description are:

(OTHER PERSON'S NAME)

(WORK ADDRESS)

ADDRESS)

(WORK CITY/STATE, ZIP) (HOME

(HOME CITY/STATE/ZIP)

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized Affidavit of Service to my address at your earliest convenience. Maricopa County Superior Court requires that each document served be named in the affidavit of Service.

☐ I enclose a deposit for \$200.00. I understand there is a \$16.00 service fee, \$2.40 per mile, one way, for each attempt at service travel fee, and a \$8.00 notary fee. I understand the difference between my deposit and the fees accrued for service will be billed or returned to me. **OR,**

☐ I enclose a certified copy of the Order for Waiver/Deferral of fees for Service of Process.

Thank you for your cooperation in this matter.

Enclosures:

(YOUR SIGNATURE)